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7 October 1958

DOC	04	REV DATE	27-5-80	BY	006/89
ORIG COMP	31	OPI	31	THAT	99
ORIG CLASS	2	PAGES	06	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 70-2

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION:

25X1A9a

SUBJECT: New Activities

1. This memorandum is for information only.

25X1A9a 2. Reference is made to your request, transmitted orally by Mr. [REDACTED] to submit a statement of additional tasks or functions which this Office has undertaken since July 1957. Attached as Tab A is the requested statement.

3. With respect to the planned personnel reduction of 2%, this will amount to [REDACTED] slots in the present Table of Organization of this Office. An analysis of the functions and tasks currently being performed leads me to recommend that for the overall security of the Agency, none of these can be eliminated. If we are required to effect this personnel reduction, it will be possible to curtail the amount of effort placed on certain tasks outlined in the attachment. At that time I would hope to list these in order of priority that might include actions such as:

25X9A2

a. Eliminate 1 to 3 receptionists now on our T/O.

b. In 1961 we can, of course, drop from 3 to a maximum of 8 slots allocated to the overt and covert monitoring of the new building.

c. Make a forced reduction in the number of physical and counter-audio surveys abroad.

d. As a last priority, reduce 4 or 5 of the Field Investigators in our field offices. This would be a last

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OS- Reports -
(New Activities)
etc

SUBJECT: New Activities

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priority in that during the period, our investigative work has remained fairly constant but our operational support work has increased almost 50%.

SIGNED

**Sheffield Edwards
Director of Security**

**Attachment
Tab A**

Distribution:

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